**Program: Control of Hazardous Energy – Lock-out/tag-out**

**Facility: Waimanalo Gulch Sanitary Landfill**

**Facility Location**: **92-460 Farrington Highway, Kapolei, HI 96707**

## PURPOSE

Requirements for the use of lock-out / tag-out techniques to protect personnel exposed to potentially hazardous energy sources during inspection, service or maintenance of vehicles, heavy equipment, machines or equipment (collectively referred to as equipment in this document).

## EXCLUSIONS

This standard does not apply to work on cord and plug connected electrical equipment where exposure to the hazard is controlled by removing the plug that then remains under exclusive control of the employee performing the service or maintenance.

## REQUIREMENTS

1. Identify and prepare a list of vehicles, equipment and machine types requiring lock-out/tag-out.
2. Identify affected employees (those who operate or work near equipment where LO/TO may be used) and authorized employees (those who install LO/TO devices).
3. Ensure new or modified equipment is capable of being locked out.
4. Provide lockout devices, including uniquely keyed locks used only for lockout purposes. Locks must be unique in size, shape or color. Provide tag-out devices if used.
5. Develop operational and/or equipment specific energy control procedures for the equipment and operations, listed in the proceeding. Prepare a procedure for each group of similar equipment where practical (same energy sources and same energy controls).
6. Require supervisors to observe, on an annual basis, lock-out/tag-out performed by every authorized employee and certify their competence. Document the observation results. The observation record must include the machines or equipment, the names of the employees, the date of the observation and certification by the observer.
7. Notify contractors of the lock-out/tag-out program, making them aware of the district requirements. Ensure contractors notify the district of the contractor's lock-out/tag-out procedures.

8. Review the program annually, including review of procedures and implementation.
9. Train *authorized* employees to properly lock-out/tag-out the specific equipment they service or maintain.
10. OSHA also specifies the training of "other" employees – simply, those who may walk through or visit an area where lock-out/tag-out is ongoing, but employees who do not fall under the "affected" category.
11. Provide training for supervisors and employees responsible for developing equipment-specific procedures.
12. Retrain employees when there are changes affecting lock-out/tag-out, or changes in job assignments, equipment, operations, or procedures.
13. Document training using the Safety Training Attendance Form.

## INTRODUCTION

Lockout and tag-out are safety procedures to protect employees from hazardous energy during inspecting, maintenance, servicing, and troubleshooting of equipment, machinery, vehicles and heavy equipment.

The lock-out/tag-out program contains the following elements:

- Core program. Provides the standard method for complying with the company and regulatory requirements.
- Facility-specific information. Identifies information such as responsibilities, site-specific equipment, and location of procedures, training details, etc.

## CORE PROGRAM

This program covers how to shut down equipment, isolate energy sources, apply and remove locks and tags, and verify that stored hazardous energy is not present.

The types of energy release that could cause injury when released include:

- Air pressure
- Chemical reaction
- Hydraulic pressure
- Electrical
- Mechanical
- Flammability
- Gravity

**Equipment can have more than a single energy source.** For example, an air compressor could have main power, control power, and stored air pressure. That is why this standard requires a written equipment-specific procedure for equipment.

Certain types of equipment do not require equipment-specific procedures


 

The basic protective mechanism is to shut down the equipment, set all controls in the "off" position and lock each control. Each employee has his or her own unique key(s) and lock(s) that must be applied to each control. Authorized employees may use a tag to warn others not to start equipment *only* when controls cannot be locked. In this case, the employer has the responsibility to secure the equipment to protect it from being accidentally energized. (For example, placing a responsible person at the switch for the entire maintenance activity to ensure no one touches the switch.)

*Responsibility*

Program Administrator:

- Ensures operational or equipment-specific energy control procedures are prepared and revised, as needed.
- Makes sure workers follow established lock-out/tag-out practices.
- Ensures that employees receive appropriate training.
- Performs an annual review of program effectiveness.

Authorized employees are those who directly participate in the use of lock-out/tag-out procedures. Authorized employees:

- Are responsible for following the lock-out/tag-out procedures described in this program and equipment-specific energy control procedures.
- Authorized employees must place and remove their own locks. No one is allowed to place or remove someone else's lock.
- Are issued individual locks, tags, and lockout devices.
- Receive training in the general requirements of the program, as well as, the established equipment-specific procedures.

Affected employees are those who operate or use machines or equipment subject to lockout/tag-out procedures, or those who work in an area where servicing or maintenance is being performed under lockout/tag-out. Affected employees are responsible for staying away from equipment that has been locked out.

## ***Provide Uniquely Keyed Locks for Each Authorized Employee***

All authorized employees are issued their own individually keyed lock(s) to lock out equipment. When locking out equipment is not possible, employees will use a tag to warn others not to start equipment.


 

***Prepare Equipment-Specific Procedures***

Develop and provide written operational or equipment-specific procedural steps for shutting down, isolating, blocking, and securing a machine or piece of equipment that ensures the control of all sources of hazardous energy. District must:

- Develop written equipment-specific procedures.
- Ensure employee usage through periodic reviews.
- Written equipment-specific procedures are not required when all of the following exist:
    - The machine or equipment has no potential for stored or residual or accumulation of energy after shutdown.
    - The machine or equipment has a single energy source that can be readily identified and isolated.
    - The isolation and locking out completely de-energizes and deactivates the machine or equipment.
    - The machine or equipment is isolated from the energy source and locked out during service or maintenance.
    - A single lockout device achieves a locked-out condition.
    - The authorized employee has exclusive control of the lockout device.
    - The servicing or maintenance does not create hazards for other employees.
    - There have not been any accidents involving the unexpected activation or energizing of the piece of equipment or machine during service or maintenance.

If all of the above conditions exist, lock-out/tag-out must still be used, except written equipment-specific procedures are not required.

***When to Use Lockout and Tag-out***

Use lockout whenever you inspect, repair or maintain equipment, machinery, vehicles, heavy equipment that could cause injury by an unexpected start-up of the equipment or release of stored energy. For example:

- During pre/post trip inspection
- When removing guards or other safety devices.
- When moving machinery could come in contact with employees.
- When repairing electrical circuits.
- When clearing jammed mechanisms.
- When cleaning or oiling machinery with moving parts where an employee may get caught within the equipment.

***Shutdown Preparation***

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

***Shut down Equipment***

Authorized employees will:

- Check with the supervisor if unfamiliar with the operation and shutdown of the equipment.
- Shut down operating equipment using the normal means.
- Follow the correct equipment-specific energy control procedure for each piece of equipment.

***Isolate the Equipment***

Authorized employees will:

- Isolate the equipment from its energy sources by using the switch, valve, or other energy-isolating device.
- Isolate all energy sources, including secondary sources.

***Apply Lock-out/tag-out Devices***

Authorized employees will:

- Place a lock on each energy-isolating device (authorized employees may need more than one lock to do this).
- If the authorized employee is not identified by other means, use an identifying approved tag with the following information:
  a) Name of authorized employee.
  b) The date.
  c) A warning of the hazardous condition.

Ensure each worker in the crew attaches his or her personal lock if more than one person is servicing the equipment.

Remember that the individual assigned to a lock has the only key. Workers must have their locks and keys available at the work site.

***Control Stored Energy***

Release or restrain any stored energy by methods such as blocking, bleeding down, and discharging energy stored in capacitors or other effective methods. If necessary, make equipment safe by disconnecting wiring, removing fuses, uncoupling drive shafts, removing belts, or by using other means. Use danger tags in these cases.

***Verify Isolation of Equipment***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

***Do the Work Safely***

Each authorized employee will:

- Not do anything that could restart the equipment.
- Not bypass the lockout, for example, by putting in new wiring or piping.

***Shift or Personnel Change***

Each authorized employee will ensure:

- Locks and tags remain in place until the job is completed.
- At shift or personnel change, an incoming authorized employee attaches their lock or tag as the outgoing employee removes theirs. **OR**
- An OUT OF SERVICE shop Lock is used during periods of incomplete work or shift change.

***Properly Remove Locks and Tags Following Maintenance Work***

Each authorized employee will:

- Inspect the work area and clean up all rags, tools, and materials.
- Replace guards on machines and equipment.
- Conduct a head count and make sure all employees are in a safe position.

- Notify affected employees that the lock-out or tag-out device is being removed.
- Remove only their own locks or tags. This is the key OSHA required step for preventing injuries.

***Temporary Removal***

Workers must follow all of the above procedures before temporarily removing locks and tags to test equipment.

***Emergency Removal***

Only a supervisor, in the presence of another employee, can CUT another person's lock(s) and tags. This activity is permitted only under the following conditions: **see page 20 of this program**.

***Notify Contractors***

Give contractors a copy of this program and hold them responsible for following an equivalent program of their own. Ensure that a contractor's employees will not bypass the protective devices and endanger workers at the facility.

***Group Lock-out/tag-out Procedures***

If group lockout/tag-out procedures will be used, each authorized employee must place their own lock and completed tag to each multiple lock hasp device used.

***Exclusions from Lockout or Tag-out Permitted by OSHA***

OSHA permits the exclusion of the following operations from lockout/tag-out procedures:

- Normal production operations including repetitive minor adjustments and maintenance covered under OSHA's machine guarding standards.
- Work on electrical equipment containing a cord and plug as its only energy source, when it is unplugged and being serviced or maintained and the worker has exclusive control over the plug.


 

***Train Employees***

Each authorized employee receives instruction in the following:

- Recognition of hazardous energy source type and magnitude.
- Methods and means for energy isolation and control.
- The purpose, procedures, and use of the energy control procedure.
- Instruction on the prohibition relating to attempts to start or energize locked or tagged out equipment.
- The limitations of tags.
- Methods and means for verifying no hazardous energy are present.

Each affected employee receives instruction in the purpose and use of the energy control procedure, the prohibition of removing locks or tags or attempts to restart equipment that has been locked out or tagged.

Authorized and affected employees are retrained whenever:

- There is a change in job assignment; or
- There is a change in equipment, machinery, or a process that could present new hazards.
- There are reasons to believe there are inadequacies in an employee's knowledge or use of the energy control procedures.

Supervisors of authorized employees will be trained to the level of an authorized employee, as well as trained in supervisor responsibilities for lock-out/tag-out compliance.

***Conduct Periodic Inspections***

The Program Administrator and/or Supervisor conducts periodic inspections to determine if the authorized personnel are performing adequately. The inspection consists of:

- A review of work practices, the machines that were locked out/tagged out, names of the employees and dates observed.
- Deviations from procedures.
- Corrective actions taken.
- A review with each affected employee on the use and limitations of tags.
- Documentation of inspection.

**Specific Information**

Prepared by: Justin Lottig Date: January 2011

Approved by: Joe Whelan Date: January 2011


 

***Responsibility***

Name: Joe Whelan Title: Site Manager

## LOCK-OUT/TAG-OUT PROCEDURES AT FACILITY

Identify the equipment-specific lock-out/tag-out procedures at the facility:

See attached protocols…..

***Requirements for Locks and Tags***

Describe the method used to identify locks and tags used exclusively for the lock-out/tag-out program:

Standardized lockout/tag-out devices will be used so that all employees will be able to recognize a locked out piece of equipment. Individual tags which identify the person(s) servicing the equipment will be used. Each person is assigned his or her own lock and it is labeled.

Describe how the identity of the employee applying the lock or tag is indicated on the lock or tag:

The person's name is on the tag.

***Removing Locks***

Identify the name(s) and title(s) of person(s) authorized to remove the locks of other employees:

Name: **NONE**

***Annual Certification***

Describe the frequency and techniques to be used for the annual certification.

Annually, the Program Administrator will review the lock-out/tag-out program, procedures and best management practices.

***Training***

Describe the materials used and topics covered for training authorized employees:

Attach the training material to the Safety Attendance Form

Describe the materials used and topics covered for training affected employees:

Attach the training material to the Safety Attendance Form

Describe the materials used and topics covered for training other employees:

Attach the training materials to the Safety Attendance Form

Identify location of training records  WGSL Office

**DEFINITIONS**

***Affected Employee*:** An employee whose job requires them to operate or use machinery, vehicles, or heavy equipment; on which servicing or maintenance is being performed under lockout or tag-out; or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

***Authorized Employee*:** A person who locks out or tags out machines, vehicles, or heavy equipment; in order to perform servicing or maintenance on that machine or equipment.

***Bleeding:*** To slowly empty a liquid or gas from a container or system.

*Blocking/Bracing*: to fasten, secure, support, or provide with a block

***Energized*:** Connected to an energy source or containing residual or stored energy.

***Chock:*** The use of a blocking device to prevent vehicles and equipment from moving.

***Double Chocking:*** Any combination of – One front wheel and one set of duals, both front wheels, or both sides of rear duals

***Energy Isolating Device*:** A mechanical device that physically prevents the transmission or release of energy such as a manually operated circuit breaker and a disconnect switch. Push buttons and selector switches are not energy isolating devices.

***Energy Source*:** Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

***Isolate*:** To set apart from its energy sources.

***Lockout*:** The placement of a lockout device on an energy-isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

***Lockout Device*:** A device that utilizes a positive means such as a lock, to hold an energy-isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

***Other Employees:*** Those employees who may walk through or visit an area where lockout/tag-out is ongoing, but who do not fall under the "affected" category.

***Tag-out*:** The placement of a tag-out device on an energy-isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the tag-out device is removed.

***Tag-out Device*:** A prominent warning device, such as a tag, which can be securely fastened to an energy-isolating device.

**BELOW ARE SOME GENERAL LO/TO PROCEDURES, YOU ARE RESPONSIBLE FOR REVIEWING THE EQUIPMENT SPECIFIC PROCEDURES FOR EACH PIECE OF EQUIPMENT YOU WORK ON OR OPERATE:**

1. Set the parking brake.
2. Release stored energy.
3. Shut the engine off and remove ignition key.
4. Place steering wheel cover on steering wheel.
5. Turn battery disconnect off and lock/tag-out the disconnect.
6. Double chock/block the wheels.
7. Use any necessary stands for trucks with bodies or rails in the air:
   - The stands on the front load trucks with tilt bodies are only approved if there is no load in the body. If there is a load, use additional stands.
   - The stands for the rails on the roll-off trucks are only approved if there is no box on the truck. If there is a box on the truck use additional stands.
8. Cab-over -- secure cabs forward, if necessary.

## TIRE REPLACEMENT

1. Set the parking brake.
2. Release stored energy.
3. Shut off the engine and remove ignition key.
4. Place steering wheel cover over steering wheel.
5. Turn battery disconnect off and lock/tag-out the disconnect.
6. Double chock/block the wheels.
7. Use properly rated jack to lift the unit.
8. Use properly rated jack stand(s) to support the unit in the raised position.

## ELECTRICAL SYSTEM REPAIRS

1. Turn engine "off" (Exception: Engine may need to be running to check alternator or other dependent system). Place key in pocket.
2. Place steering wheel cover on steering wheel.
3. Double chock the wheels.

## PERFORM WORK IN THE BODY OF THE TRUCK

1. Set parking brake.
2. Release stored energy.
3. Shut the engine off and remove ignition key.
4. Place steering wheel cover on steering wheel.
5. Turn battery disconnect off and lock/tag-out the disconnect.
6. Double chock/block the wheels.
7. Use any necessary stands or sleeves for trucks with bodies or rails in the air:
   - The stands on the front load trucks with tilt bodies are only approved if there is no load in the body. If there is a load, use additional stands.
   - The stands for the rails on the roll-off trucks are only approved if there is no box on the truck. If there is a box on the truck, use additional stands.
8. Be certain that there is no force being exerted by trash on the packer blades.
9. If entering through an open tailgate or hopper, be certain they are properly braced with stands.

## WORK DONE UNDERNEATH THE TRUCK

1. Set the parking brake.
2. Release stored energy.
3. Place steering wheel cover over steering wheel.
4. Turn battery disconnect off and lock/tag-out the disconnect.
5. Double chock/block the wheels.
6. Use any necessary stands for trucks with bodies or rails in the air:
   - The stands on the front load trucks with tilt bodies are only approved if there is no load in the body. If there is a load, use additional stands.
   - The stands for the rails on the roll-off trucks are only approved if there is no box on the truck. If there is a box on the truck, use additional stands.
   - Use hydraulic jacks which may be pinned (to prevent accidents caused by leaking hydraulic jacks) or jack stands, if the truck is going to be off of the ground.

**WORK DONE UNDERNEATH THE TAILGATE OR HOPPER**

1. Set the parking brake.
2. Release stored energy.
3. Shut engine off and remove ignition key.
4. Place steering wheel cover on steering wheel.
5. Double chock/block the wheels.
6. Use any necessary stands or sleeves for trucks with bodies or rails in the air:

- The stands on the front load trucks with tilt bodies are only approved if there is no load in the body. If there is a load, use additional stands.
- The stands for the rails on the roll-off trucks are only approved if there is no box on the truck. If there is a box on the truck, use additional stands.
- Be certain that tailgate or hopper is properly braced with stands.

**WORKING ON TRUCK WITH CAB IN RAISED POSITION**

1. Set the parking brake.
2. Release stored energy.
3. Shut of the engine and remove ignition key.
4. Place steering wheel cover on steering wheel.
5. Turn battery disconnect off and lock/tag out the disconnect.
6. Double chock/block the wheels.
7. Use hydraulic jacks which may be pinned (to prevent accidents caused by leaking hydraulic jacks) or jack stands if the truck is going to be off of the ground.

**WORKING ON AIR COMPRESSORS**

1. Turn “off” air compressor at the circuit breaker or remove plug.
2. Install a circuit breaker lockout or plug lockout device and lock/tag-out.
3. If servicing just the compressor, turn airline valve “off” and place valve lockout device and lock/tag-out valve.
4. Drain system (lines and tank) of any pressurized air.
5. Test the equipment to be certain there is no electricity present before working on it. Try the switch to be certain that it will not turn on.

**PERFORMING MAINTENANCE, REPAIR, SERVICE OR INSPECTING OF D-8 DOZER**

1. Set the parking brake.
2. Lower blade to floor.
3. Neutralize all hydraulics.
4. Shut off the engine and remove the ignition key.
5. Turn battery disconnect off and lock/tag out the disconnect.
6. Place warning tag on equipment.
7. Block the tracks.

## MECHANICS

Remember that each person working on a piece of equipment must have their own individual lock that no one else can open, on that piece of equipment. Use a multiple lock hasp if more than one person works on the vehicle.

### WHEN ANY PART OF A DRIVER'S BODY IS GOING TO BE UNDERNEATH THE RAISED RAILS ON A ROLL-OFF TRUCK

1. Set the parking brake.
2. Release stored energy.
3. Turn the engine off and remove ignition key.
4. Place steering wheel cover on steering wheel.
5. Turn battery disconnect off and lock/tag-out the disconnect.
6. Chock/block the wheels.
7. Use the body stands attached to the body:
   The stands for the rails on the roll-off trucks are only approved if there is no box on the truck. If there is a box on the truck use additional stands.

### SWITCHING OUT A COMPACTOR BOX

1. Disconnect and lockout and tag-out the power to the compactor before the ratchets are loosened. (Turn power off, Disconnect hydraulic hoses or loosen turn buckles)
2. Leave the compactors power supply Locked out and tagged out until the box is returned and secured. Turn power back on.

### DISLODGING CARDBOARD OR OTHER DEBRIS FROM ROLL-OFF BOX WHILE THE BOX IS ATTACHED TO THE VEHICLE IN ANY WAY

1. Set the parking brake.
2. Release stored energy.
3. Turn off the engine and remove ignition key.
4. Place steering wheel cover on steering wheel.
5. Turn battery disconnect off and lock / tag out the disconnect.
6. Chock/block wheels.

### CRAWLING UNDERNEATH A TRUCK FOR ANY REASON

1. Set the parking brake.
2. Release stored energy.
3. Turn off the engine and remove the ignition key.
4. Place steering wheel cover on steering wheel.
5. Turn battery disconnect off and lock/tag-out the disconnect.
6. Chock/block the wheels.

**CLEANING OUT FROM BEHIND THE PUSH BLADE**

1. Set the parking brake.
2. Bring blade forward (towards cab) to relieve any pressure caused by compacted waste.
3. Turn the engine off and remove ignition key.
4. Place steering wheel cover on steering wheel.
5. Turn battery disconnect off and lock/tag-out the disconnect.
6. Chock/block the wheels.

**CLEANING OUT THE TOP OF THE HOPPER**

1. Set the parking brake.
2. Released stored energy.
3. Turn the engine off and remove ignition key.
4. Turn battery disconnect off and lock/tag-out the disconnect.
5. Chock/block the wheels.
6. Be certain that the blade is completely in the down position so that there is no stored energy in the blade should a hydraulic hose break.

**ALL DRIVERS: PARK OVER LEVEL SURFACE - PULL PARKING BRAKE WHEN PARKING ON A GRADE, CHOCK WHEELS**

**SWEEPING OUT TRAILERS AT THE LANDFILL**

1. Set the parking brake.
2. Turn the engine off and remove ignition key.
3. Place steering wheel cover on steering wheel.
4. Turn battery disconnect off and lock/tag-out the disconnect.
5. Chock/block wheels.

**CRAWLING UNDERNEATH DETACHED TRAILERS OR UNLOADING TRAILERS**

1. Chock at least 2 wheels
2. Place kingpin jack under trailer (do not rely on dolly legs to support trailer).

**CRAWLING UNDERNEATH A TRUCK FOR ANY REASON**

1. Set the parking brake.
2. Release stored energy.
3. Turn off the engine and remove the ignition key.
4. Place steering wheel cover on steering wheel.
5. Turn battery disconnect off and lock/tag-out the disconnect.
6. Chock/block the wheels.

**ALL OPERATORS: PARK VEHICLE ON LEVEL SURFACE**

**ANY WORK BEING DONE ON OR AROUND ONE OF THESE VEHICLES WHEN THE FORKS OR BUCKET IS IN THE AIR**

1. Set the parking brake.
2. Turn the engine off and remove ignition key.
3. Turn battery disconnect off and lock/tag-out the disconnect.
4. Put stands underneath the bucket or forks to prevent it from falling to the ground should a hydraulic hose break.

**CRAWLING UNDERNEATH EQUIPMENT FOR ANY REASON**

1. Set the parking brake.
2. Release stored energy.
3. Turn off the engine and remove the ignition key.
4. Place steering wheel cover on steering wheel.
5. Turn battery disconnect off and lock/tag-out the disconnect.
6. Chock/block the wheels.

**WHEN BALER IS NOT IN USE**

1. Lockout and tag-out the power supply in the electrical breaker room.
2. Try the on/off switch on the baler to be certain that the power is off.
3. Remove the key from the baler - put key in pocket.

**WHEN BALER BECOMES JAMMED AND YOU MUST ENTER BALER**

1. Lockout and tag-out the power supply in the electrical breaker room.
2. Try the on/off switch on the baler to be certain that the power is off.
3. Remove the key from the baler - put key in pocket.

**WHEN NORMAL MAINTENANCE MUST BE PERFORMED ON BALER**

1. Lockout and tag-out the power supply in the electrical breaker room.
2. Try the on/off switch on the baler to be certain that the power is off.
3. Remove the key from the baler - put key in pocket.

## AUTHORIZED EMPLOYEES INDEPENDENT AND GROUP LOCK-OUT/TAG-OUT

1. Name:
   Title:
   Area:

2. Name:
   Title:
   Area:

3. Name:
   Title:
   Area:

4. Name:
   Title:
   Area:

5. Name:
   Title:
   Area:

6. Name:
   Title:
   Area:

7. Name:
   Title:
   Area:

8. Name:
   Title:
   Area:

9. Name:
   Title:
   Area:

10. Name:
    Title:
    Area:

11. Name:
    Title:
    Area:

12. Name:
    Title:
    Area:

13. Name:
    Title:
    Area:

14. Name:
    Title:
    Area:

15. Name:
    Title:
    Area:

16. Name:
    Title:
    Area:

17. Name:
    Title:
    Area:

18. Name:
    Title:
    Area:

19. Name:
    Title:
    Area:

20. Name:
    Title:
    Area:

21. Name:
    Title:
    Area:

22. Name:
    Title:
    Area:

23. Name:
    Title:

Area:

**ANNUAL ENERGY CONTROL (LOCK-OUT/TAG-OUT) PROCEDURE REVIEW/OBSERVATION**

Date of review/observation: _____

Employee implementing energy control procedure: _____

Responsibilities under energy control procedure reviewed: _____

_____

_____

Machine/equipment on which energy control was being utilized: _____

_____

_____

Recommended follow-up: _____

_____

_____

_____

_____

_____

**ANY DEFICIENCIES NOTED - REQUIRE IMMEDIATE RETRAINING**

I certify that this inspection was performed as described above.

_____ _____

**Printed Name** **Signature**

_____

**Date**

## EMERGENCY REMOVAL OF LOCKS/TAGS

There are occasions that require a lock/tag to be removed from equipment in the absence of the employee that placed that particular lock/tag. The emergency lock/tag removal procedure will be performed by a Manager/Supervisor for the following reasons:

1. Employee calls in sick.
2. The equipment needs to be repaired immediately.
3. Employee sustains an injury and can't come to work.
4. Suspension/termination from work.
5. Employee is disqualified from his present duties.
6. For any other reason that the Manager/Supervisor deems necessary.

In order for a lock/tag to be removed from an equipment when the employee that placed it is not present, the following criteria **MUST** be fully met:

1. Only a Manager or a Supervisor with the consent of his Manager may remove the lock/tag.
2. The employee that placed the lock/tag **MUST** be notified of this action prior to the removal if possible; otherwise an attempt has to be made to contact the employee in the presence of a witness and documented.
3. A duplicate key or a master key may not be used.
4. A lock maybe removed only by cutting it. A new lock(s) **SHALL** be issued when the affected employee returns to duty.

The procedures stated above will ensure that the Waste Management employees are fully protected from accidental start up while performing maintenance duties.

## ***EMERGENCY REMOVAL FORM***

**In the case where it is necessary to remove an employee's lock-out/tag-out devise from a piece of equipment or machinery, the following procedure *MUST* be followed.**

Only a supervisor, in the presence of another employee, can remove another person's locks and tags. This activity is permitted only under the following conditions:

d) Supervisor must verify the employee who put the lock or tag on the equipment is not at the facility.
e) The supervisor must inform the employee or make 2-3 attempts by phone that their lock is going to be removed before the employee resumes work at the facility.
f) The supervisor must prepare a report explaining why the protective device was removed, when and where it occurred, and how the affected employee was informed prior to starting work.

- The lock must be removed by way of cutting. At no time is a spare key allowed by any other person other than the person assigned the lock.
- The cut lock is to be placed into a baggy or envelope including documentation of emergency removal attempt and procedures.
- The employee must receive a new lock and key upon returning to work.

**EMPLOYEE CONTACT—1st ATTEMPT**

| | |
|---|---|
| _____ | _____ |
| Time & Date | Phone # Called |
| _____ | _____ |
| Signature of manager/supervisor | Witness signature |

**EMPLOYEE CONTACT—2nd ATTEMPT**

| | |
|---|---|
| _____ | _____ |
| Time & Date | Phone # Called |
| _____ | _____ |
| Signature of manager/supervisor | Witness signature |

**CUTTING LOCK**

| | |
|---|---|
| _____ | _____ |
| Date Removed | Time Removed |
| _____ | _____ |
| Signature of manager/supervisor cutting lock | Witness signature |
| _____ | _____ |
| District/Facility Manager Signature | Date |

# Pre/Post Trip Inspection (Commercial Vehicles)

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Release stored energy.
3. Shut off the engine and remove ignition key.
4. Place steering wheel cover on steering wheel.
5. Chock wheels
6. Turn battery disconnect off and lock/tag-out the disconnect.

VERIFY ISOLATION OF EQUIPMENT:

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE TRUCK BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

WORKING ON TRUCK WITH CAB IN THE RAISED POSITION

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Release stored energy.
3. Shut off the engine and remove ignition key.
4. Place steering wheel cover on steering wheel.
5. Turn battery disconnect off and lock/tag-out the disconnect.
6. Double chock/block the wheels.
7. Raise the cab to its full-extended position or utilize the safety legs.

## ***VERIFY ISOLATION OF EQUIPMENT:***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE TRUCK BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

WORKING ON REAR OF A REAR LOADER WITH THE TAILGATE IN THE RAISED POSITION

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Release stored energy.
3. Shut engine off and remove ignition key.
4. Place steering wheel cover on steering wheel.
5. Turn battery disconnect off and lock/tag-out the disconnect.
6. Double chock/block the wheels.
7. Support tailgate with an appropriately rated chain fall or; install cylinder safety lock (sleeve) or; use tailgate stand with adequate base or; use the tailgate props supplied by the manufacturer.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE TRUCK BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

WORKING UNDER THE RAISED TILT FRAME OF A ROLL OFF TRUCK OR TRAILER.

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- plug lockout
- remove air fitting/nipple
- wheel chock/blocks
- lock tilt frame safety leg

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Release stored energy.
3. Shut of the engine and remove ignition key.
4. Place steering wheel cover on steering wheel.
5. Turn battery disconnect off and lock/tag-out the disconnect.
6. Double chock/block the wheels.
7. Lock tilt frame safety leg into place and place a 6” X 6” wood block between the tilt frame and the chassis; or, use the safety leg supplied by the manufacturer and de-energize the hydraulic cylinders.

## ***VERIFY ISOLATION OF EQUIPMENT:***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE TRUCK BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

TIRE REPLACEMENT

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Release stored energy.
3. Shut off the engine and remove ignition key.
4. Place steering wheel cover on steering wheel.
5. Turn battery disconnect off and lock/tag-out the disconnect.
6. Double chock/block the wheels.
7. Use properly rated jack to lift the unit.
8. Use properly rated jack stand to support the unit in the raised position.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE TRUCK BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

CHANGING HYDRAULIC OR AIR LINES

POTENTIAL ENERGY SOURCES:

- pneumatic
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Release stored energy.
3. Shut off engine and remove ignition key.
4. Place steering wheel cover on steering wheel.
5. Turn battery disconnect off and lock/tag-out the disconnect.
6. Double chock/block the wheels.
7. Lock tilt frame safety leg into place and place a 6” X 6” wood block between the tilt frame and the chassis, or; use the safety leg supplied by the manufacturer and de-energize the hydraulic cylinders, or; de-energize the air pressure at its source.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE TRUCK BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

WORKING INSIDE THE BODY OF A REAR LOADER

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Release stored energy.
3. Shut off the engine and remove the ignition key.
4. Place steering wheel cover on steering wheel.
5. Turn battery disconnect off and lock/tag-out the disconnect.
6. Double chock/block the wheels.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE TRUCK BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

PERFORMING VARIOUS FUNCTIONS WORKING UNDER THE VEHICLE

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Release stored energy.
3. Shut off the engine and remove ignition key.
4. Place steering wheel cover on steering wheel.
5. Turn battery disconnect off and lock/tag-out the disconnect.
6. Double chock/block the wheels.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE VEHICLE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

PERFORMING MAINTENANCE, REPAIRS, OR SERVICING RECYCLE TRUCKS WITH BINS OR TAILGATE IN THE RAISED POSITION

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Release stored energy.
3. Shut off engine and remove ignition key.
4. Place steering wheel cover on steering wheel.
5. Turn battery disconnect off and lock/tag-out the disconnect.
6. Double chock/block the wheels.
7. Support bin or tailgate with: a) Appropriately rated chain fall, or; b) Install cylinder safety lock (sleeve), or; c) Use tailgate stand with adequate base, or; d) Block with 6 X 6 wood blocks, or; e) Use the safety pins provided by the manufacturer.

****UNDER NO CIRCUMSTANCES ARE DRIVERS/HELPERS ALLOWED TO GO UNDER THE SIDE BINS.**

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE RECYCLE TRUCK BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

PERFORMING MAINTENANCE, REPAIRS, OR SERVICING OF TRAILERS
(Disconnected from Tractor)

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:
Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Double chock/block the wheels.
2. Place warning tag on equipment.
3. Support with additional jack stands.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE TRAILERS BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

PERFORMING MAINTENANCE, REPAIRS, OR SERVICING OF ANY EQUIPMENT WITH HYDRAULIC ATTACHMENTS IN THE RAISED POSITION

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Release stored energy.
3. Shut the engine off and remove ignition key.
4. Place warning tag on equipment.
5. Turn battery disconnect off and lock/tag-out the disconnect.
6. Double chock or block wheels.
7. Support attachment with; a) appropriately rated chain fall, or; b) install cylinder safety lock (sleeve), or; c) safety stands/wood blocks.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE HEAVY EQUIPMENT BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

PERFORMING MAINTENANCE, REPAIRS, OR SERVICING ON 910, 936, 966, 980, 988, OR ANY WHEEL LOADERS WITH THE BUCKET IN THE LOWERED POSITION

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Lower bucket to the floor.
3. Release stored energy.
4. Turn the engine off and remove ignition key.
5. Place steering wheel cover on steering wheel.
6. Turn battery disconnect off and lock/tag-out the disconnect.
7. Double chock or block wheels.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE 910,936,966,980,988 LOADERS BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

PERFORMING MAINTENANCE, REPAIRS, OR SERVICING ON 910, 936, 966, 980, 988, OR ANY WHEEL LOADERS WITH THE BUCKET IN THE RAISED POSITION

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Raise bucket to the desired position, put stand under bucket and lower bucket to the stand or use overhead crane to support the bucket.
3. Install cylinder safety lock (sleeve).
4. If necessary, de-energize all hydraulics.
5. Turn the engine off and remove ignition key.
6. Turn battery disconnect off and lock/tag-out the disconnect.
7. Place steering wheel cover on steering wheel.
8. Double chock or block the wheels.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE 910,936,966,980,988 LOADERS BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

PERFORMING MAINTENANCE, REPAIR OR SERVICING OF D-8 DOZER

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set parking brake.
2. Lower the blade to the floor.
3. Neutralize all hydraulics.
4. Shut off the engine and remove ignition key.
5. Turn battery disconnect off and lock/tag-out the disconnect.
6. Place warning tag on equipment.
7. Block the tracks.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE D-8 DOZER BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

PERFORMING MAINTENANCE, REPAIR OR SERVICING OF D-8 DOZER WITH THE BLADE IN THE RAISED POSITION.

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Raise blade to the desired height.
3. Block up the arms with jack stands or with wood blocks.
4. Lower the arms.
5. If necessary, neutralize the hydraulics.
6. Shut the engine off and remove ignition key.
7. Place out of service tag on equipment.
8. Turn battery disconnect off and lock/tag-out the disconnect.
9. Block the tracks.

VERIFY ISOLATION OF EQUIPMENT

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE D-8 DOZER BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
3. Notify affected employees that the lock-out/tag-out is being removed.
4. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

PERFORMING MAINTENANCE, REPAIR OR SERVICING OF 245 EXCAVATOR

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Lower boom to the ground.
3. Put hydraulic control level to the “off” position (down).
4. De-energize all hydraulics
5. Shut the engine off and remove the ignition key.
6. Turn battery disconnect off and lock/tag-out the disconnect.
7. Place warning tag on equipment.
8. Block tracks.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE EXCAVATOR BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
3. Notify affected employees that the lock-out/tag-out is being removed.
4. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

PERFORMING MAINTENANCE, REPAIRS, OR SERVICING OF HEAVY EQUIPMENT WITH HYDRAULIC ATTACHMENTS IN THE LOWERED POSITION

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Lower boom, or bucket to the ground.
3. De-energize any stored pressure.
4. Shut down the engine and remove keys from the ignition.
5. Turn battery disconnect off and lock/tag-out the disconnect.
6. Place warning tag on equipment.
7. Double chock/block wheels/tracks.

## ***VERIFY ISOLATION OF EQUIPMENT***

- Authorized employees will:
- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE HEAVY EQUIPMENT BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

PERFORMING MAINTENANCE, REPAIR OR SERVICING OF HI/LO FORKLIFT WITH FORKS IN THE LOWERED POSITION.

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Lower forks to the floor.
2. De-energize all hydraulics.
3. Shut down the engine and remove ignition key.
4. Place steering wheel cover on steering wheel.
5. Turn battery disconnect off and lock/tag-out the disconnect.
6. Double chock/block the wheels.
7. Shut off propane valve at the tank (if equipped).

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE HI/LO FORKLIFT BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

PERFORMING MAINTENANCE, REPAIR OR SERVICING OF HI/LO FORKLIFT WITH FORKS IN THE RAISED POSITION.

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Raise forks to the desired height.
3. Support forks with an appropriately rated chain fall, or appropriately rated jack stands.
4. De-energize the hydraulics.
5. Shut down the engine and remove the ignition key.
6. Place steering wheel cover on steering wheel.
7. Turn battery disconnect off and lock/tag-out the disconnect.
8. Double chock/block the wheels.
9. Shut off propane valve at the tank (if equipped).

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE HI/LO FORKLIFT BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date _____ Signature_____

PERFORMING MAINTENANCE, REPAIR OR SERVICING OF STREET SWEEPER.

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set parking brake.
3. Release stored energy.
4. Shut down the engine and remove ignition key.
5. Place steering wheel cover on steering wheel.
6. Turn battery disconnect off and lock/tag-out the disconnect.
7. Double chock or block the wheels.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE STREET SWEEPER IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

PERFORMING MAINTENANCE, REPAIR OR SERVICING OF STREET SWEEPER WITH THE HOPPER IN THE RAISED (DUMP) POSITION.

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set parking brake.
2. Raise hopper to the dump position.
3. Install safety legs and lower to its resting position.
4. Release stored energy.
5. Turn of the engine and remove ignition key.
6. Place steering wheel cover on steering wheel.
7. Turn battery disconnect off and lock/tag-out the disconnect.
8. Double chock or block the wheels.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE STREET SWEEPER IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

PERFORMING MAINTENANCE, REPAIR OR SERVICING OF MAN LIFTS

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Chock/block/block wheels.
2. Extend boom and lower to the ground.
3. If necessary, release stored energy.
4. Shut down and remove key.
5. Turn battery disconnect off and lock/tag-out the disconnect.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE MAN LIFTS BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

PERFORMING MAINTENANCE, REPAIR OR SERVICING ON DUMP BODY TRAILERS
WITH THE BOX IN THE LOWERED POSITION.
(Disconnected from Tractor)

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Double chock/block wheels.
2. Install safety stand under fifth wheel plate.
3. Place warning tag on equipment.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE DUMP BODY TRAILERS BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

PERFORMING MAINTENANCE, REPAIR OR SERVICING OF DUMP BODY TRAILERS WITH THE BOX IN THE RAISED (DUMP) POSITION **(EMPTY ONLY)**

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Raise box to the desired height.
3. Install appropriately rated stands under the body.
4. Lower the body onto the stands.
5. Shut the engine off and remove ignition key.
6. De-energize all hydraulics.
7. Place steering wheel cover on steering wheel of tractor.
8. Turn battery disconnect off and lock/tag-out the disconnect.
9. Double chock/block the wheels.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE DUMP BODY TRAILERS BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Signature: _____ Date: _____

PERFORMING MAINTENANCE, REPAIR OR SERVICING OF WOOD GRINDER.

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Shut down the unit.
2. Remove key at the control panel.
3. Shut down and lock-out/tag-out the main power disconnect.
4. Shut down and lock-out/tag-out the power disconnect at the unit.
5. Install lock-out/tag-out at the control panel.
6. Block or Brace all prime movers, drums, and gears

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE WOOD GRINDER BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Signature: _____ Date: _____

CLEANING OUT BEHIND THE BLADE ON ALL TRUCKS

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Extend blade cylinder as far out as possible.
3. Place body on stands (Manual Side Load)
4. Shut down hydraulic pump.
5. Relieve hydraulic pressure from all cylinders.
6. Shut the engine off and remove ignition key.
7. Place steering wheel cover on steering wheel.
8. Chock/block the wheels.
9. Turn battery disconnect off and lock/tag-out the disconnect.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE BLADE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

CLEANING TAILGATE SEAL

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Extend prop rod to support tailgate.
3. Lower tailgate until it is supported only by the prop rod.
4. Shut the engine off and remove ignition key.
5. Place steering wheel cover on steering wheel.
6. Chock/block the wheels
7. Turn battery disconnect off and lock/tag-out the disconnect.
8. Use a shovel, broom or stick to clean.

**NEVER GO UNDER A RAISED TAILGATE FOR ANY REASON UNTIL IT IS SUPPORTED.**

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE: BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

CLEANING OUT COMPACTOR MACHINE

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Retract ram to the home or fully retracted position.
2. Put blade in the forward position.
3. Release stored energy.
4. Shut down compactor and remove key.
5. Lock-out/tag-out all energy sources.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.
4. Turn circuit breaker “on” and/or plug in equipment.

Date: _____ Signature: _____

CRAWLING UNDER DETACHED TRAILERS OR UNLOADING TRAILER

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Chock/block at least 2 wheels.
2. Place kingpin jack under trailer (do not rely on dolly legs to support trailer).

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Signature: _____ Date: _____

ROLL OFF /DROP BOX
REMOVING DEBRIS FROM BOX

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:
Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Lower box to ground.
2. Set the parking brake.
3. Release stored energy including all tension from cable.
4. Turn the engine off and remove the ignition key.
5. Place steering wheel cover on steering wheel.
6. Turn battery disconnect off and lock/tag-out the battery disconnect.
7. Double chock/block the wheels.

**NEVER ENTER ANY BOX WHILE ELEVATED**

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE COMPACTOR BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.
4. Turn circuit breaker "on" and/or plug in equipment.

Date: _____ Signature: _____

PORTABLE HEATER

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Turn "off" the heater and unplug the unit.
2. Place lockout plug device and lockout.
3. Place an "out of service" sign on unit.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
    a. All tools and other materials are removed.
    b. Machine/equipment is fully reassembled.
    c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove the plug lock out device.
4. Remove the "out of service" sign.

Date: _____ Signature: _____

PERFORMING MAINTENANCE, REPAIR, SERVICING, OR CLEANING OF FANS

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Turn “off” fan.
2. Turn “off” circuit breaker or unplug and utilize the appropriate lock-out/tag-out device.
3. Test lockout by turning fan “on” and verify that the fan is de-energized.
4. Place an “out of service” tag on the fan.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE THE FAN BACK IN SERVICE:

Inspect the equipment to be sure that:

1. All tools and other materials are removed.
2. Machine/equipment is fully reassembled.
3. Guards and other safety devices are installed.
4. Remove the lockout device and plug in or turn “on” circuit breaker for the fan.
5. Remove the “out of service” tag.

Date: _____ Signature: _____

PERFORMING MAINTENANCE OR REPAIR ON BUILDING ELECTRICAL CIRCUITS

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Shut off electricity at the circuit breaker.
2. Install circuit breaker lockout cleat.
3. Install lockout tag on circuit panel.
4. Test circuit breaker to ensure power is off.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE BUILDING ELECTRICAL CIRCUITS BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.
4. Turn circuit breaker in the "on" position.

Date: _____ Signature: _____

LADDERS

- Mechanical
- Gravity

LOCKOUT METHOD(S):

- Chain
- Tape

TAG-OUT METHOD(S):

- Out of service tag/sign
- Caution tape

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Wrap a chain or tape around the ladder in such a way as to render it unusable.
2. Tag “out of service.”

****NOTE:**** If the ladder cannot be placed back in service, destroy it and throw it out.

g)
h)

PROCEDURES TO PLACE LADDERS BACK IN SERVICE:

- Inspect the ladder to be sure it’s safe to put back in service.
- Remove the tape or chain.
- Remove the “out of service” tag.

Signature: _____

Date: _____

HIGH PRESSURE TOILET

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- water pressure

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Turn "off" water at the valve closest to the toilet.
2. Install the valve lockout device and lockout.
3. Drain the tank.
4. Tag the toilet "out of service" or cord off the area with caution tape.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO THE TOILET BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Remove the valve lockout device and turn the valve "on".
3. Remove the "out of service" sign and/or caution tape.

Date: _____ Signature: _____

RESIDENTIAL ONE PASS TRUCK (MECHANICS)

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Release stored energy.
3. Turn the engine off and remove ignition key.
4. Place steering wheel cover on steering wheel.
5. Turn battery disconnect off and lock/tag-out the disconnect.
6. Double chock/block the wheels.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

PERFORMING REPAIR, SERVICING, OR CLEANING OF IMPACT CRUSHER.

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Shut down main control panel and apply lock-out/tag-out.
2. Shut down the main electrical box and apply lock-out/tag-out.
3. Release stored energy.
4. Try the “on/off” switch on crusher to be certain power is “off”.
5. Place “out of service” sign and if necessary use caution tape.
6. Block or Brace all prime movers, drums, and gears

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE IMPACT CRUSHER BACK IN SERVICE:

1. Inspect the Crusher to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

UNJAMMING CONVEYOR BELT OR PERFORMING MAINTENANCE, REPAIR, SERVICING OR CLEANING OF CONVEYOR.

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Shut down main control panel and apply lock-out/tag-out.
2. Shut down the main electrical box and apply lock-out/tag-out.
3. Release stored energy.
4. Try the “on/off” switch on crusher to be certain power is “off”.
5. Place “out of service” sign and if necessary use caution tape.
6. Block or Brace all prime movers, drums, and gears

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE CONVEYOR BELT BACK IN SERVICE:

1. Inspect the conveyor belt to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

PRESSURE WASHER

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- water pressure

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- plug lockout
- remove air fitting/nipple
- wheel chock/blocks
- remove spark plug and gas

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Turn pressure washer “off”.
2. Turn off soap and water supply valves and place valve lock-out/tag-out.
3. Relieve any existing pressure in the spray hose or nozzle.
4. Remove spark plug and, if necessary, the gas.
5. Place an “out of service” sign.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

RESIDENTIAL ONE PASS TRUCK

WHEN ANY PART OF THE DRIVERS' BODY IS GOING TO BE UNDERNEATH THE RAISED TAILGATE AND/OR DISLODGING JAMMED RECYCLABLES

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Shut engine off and remove ignition key.
3. Place steering wheel cover on steering wheel.
4. Chock/block the wheels
5. Turn battery disconnect off and lock-out/tag-out disconnect.
6. Support bin or tailgate with: a) Appropriately rated chain fall, or; b) Install cylinder safety lock (sleeve), or; c) Use tailgate stand with adequate base, or; d) Block with 6 X 6 wood blocks, or; e) Use the safety pins provided by the manufacturer.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

RESIDENTIAL ONE PASS TRUCK
CLEANING OUT THE TRAPS ON ROUTE OR AT DISPOSAL

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Place the trucks safety props in the stands.
3. Release stored energy.
4. Turn of the engine and remove the ignition key.
5. Place steering wheel cover on steering wheel.
6. Chock/block the wheels.
7. Turn battery disconnect off and lock/tag-out the disconnect.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE VEHICLE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

ROLL UP BAY DOORS

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

**** Note ** Service on doors will primarily be conducted by an outside contractor.**

1. Place door in the desired servicing position.
2. Turn "off" the circuit breaker and place a circuit breaker lockout device and lock-out/tag-out.
3. Place a mechanical locking rod in position to stop door from moving.
4. Place an "out of service" sign and if necessary use caution tape.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the roll up bay door to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Remove the mechanical locking rod.
3. Remove the circuit breaker lockout device and turn circuit breaker to "on."
4. Remove "out of service" sign and caution tape.

Date: _____ Signature: _____

PERFORMING MAINTENANCE, REPAIR, OR CLEANING OF ELECTRICAL POWERED EQUIPMENT

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. **Unplug equipment and/or shut down electricity at the circuit breaker.**
2. Install plug lock-out/tag-out or circuit breaker lockout cleat.
3. Test equipment by turning switch to the “on” position.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.
4. Turn circuit breaker “on” and/or plug in equipment.

Date: _____ Signature: _____

AIR COMPRESSORS/AIR LINES

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Turn "off" air compressor at the circuit breaker or remove plug.
2. Install a circuit breaker lockout device or plug lockout device and lock out.
3. If servicing just the compressor, turn air line valve "off" and place valve lockout device and lock out/tag-out.
4. Drain system (lines and tank) of any pressurized air.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

BALER

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- plug lockout
- remove air fitting/nipple
- wheel chock/blocks
- remove key

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. **Shut down power supply and lock-out/tag-out.**
2. Try the "on/off" switch on the baler to be certain that the power is "off."
3. Remove the key from the baler – put key in pocket.
4. install "out of service" tag
5. Block or Brace all prime movers, drums, and gears

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

CHOP SAW

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Turn chop saw off.
2. Unplug chop saw and place the plug into a plug lockout device. Test the lockout by depressing the trigger.
3. Place an "out of service" tag on the chop saw.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE CHOP SAW BACK IN SERVICE:

1. Inspect the equipment to be sure that:
    a. All tools and other materials are removed.
    b. Machine/equipment is fully reassembled.
    c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

CRIMP MACHINE

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Turn off the crimp machine.
2. Unplug the crimp machine and place the plug in a plug lockout device.
3. Place an “out of service” sign on the crimper.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

DRILL PRESS

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Turn off the drill press and let it return to the stop.
2. Unplug the press and place plug in a plug lockout device.
3. Place and "out of service" sign on the drill press.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE DRILL PRESS BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

DROP LIGHTS

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Turn off the droplight.
2. Unplug or turn off circuit breaker and utilize the appropriate lockout device. Verify lockout by turning light on.
3. Tag the light "out of service."

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE DROP LIGHTS BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

FILTER BUGGY

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Turn off the filter buggy.
2. Unplug the filter buggy and place plug in a plug lockout device.
3. Place an “out of service” tag on the filter buggy.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE FILTER BUGGY BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

FLOOR BUFFER

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Unplug the floor buffer and place plug in a plug lockout device.
2. Place an “out of service” tag on the floor buffer.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ signature: _____

FLOOR SCRUBBER

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- plug lockout
- remove air fitting/nipple
- wheel chock/blocks
- disconnect battery cable

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Turn floor scrubber off.
2. Disconnect the battery cables and place them in a plug lockout device.
3. Place an “out of service” sign on the floor scrubber.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE FLOOR SCRUBBER BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

FLOOR SWEEPER

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- plug lockout
- remove air fitting/nipple
- wheel chock/blocks
- remove battery cables

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Turn floor sweeper off.
2. Disconnect battery cables and place them in a plug lockout device.
3. Place an "out of service" sign on the sweeper.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE FLOOR SWEEPER BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

FLOOR, TRANSMISSION & REAR JACKS

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- plug lockout
- remove air fitting/nipple
- wheel chock/blocks
- chain

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Lower jack all the way by opening the bleeder valve.
2. Remove the air nipple if jack is air activated. If not, wrap a chain around the jack in such a way as to make it impossible to use.
3. Tag the jack “out of service.”

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

GRINDERS (AIR/BENCH/HAND)

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Turn off grinder.
2. Unplug (electric) and place plug in a plug lockout device or disconnect the air supply line (pneumatic) and remove the air nipple.
3. Verify that the grinder is not energized by turning on or depressing the trigger.
4. Tag grinder “out of service.”

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

PARTS CLEANER

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- plug lockout
- remove air fitting/nipple
- wheel chock/blocks
- chain/tape shut

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Turn off solvent circulator pump.
2. Unplug pump and place plug in a plug lockout device.
3. Remove parts cleaner machine from the solvent storage drum, cover drum.
4. Tag “out of service.”

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

STEAM CLEANERS

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- water pressure

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Turn steam cleaner off.
2. Turn off the circuit breaker and the water, natural gas and soap supply valves.
3. Place a lock on the circuit breaker box and valve lockout devices on the soap and water supply valves.
4. Place an “out of service” tag on the steam cleaner.
5. Drain the system of any pressurized water.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
3. Notify affected employees that the lock-out/tag-out is being removed.
4. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

THE FUEL ISLAND

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Turn off pump and shut off circuit breaker.
2. Place a circuit breaker lockout device on the circuit breaker.
3. Verify that the pump is locked out using the pump-dispensing nozzle into an approved container. If appropriate, lockout dispensing nozzles.
4. Place an "out of service" sign at the fuel island.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

TIRE BRANDER

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Unplug tire brander and allow to cool.
2. Place the plug in a plug lockout device.
3. Place an "out of service" tag on the tire brander.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

TORCHES

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. install “out of service” tag
2. Remove torch head from hoses.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

VACUUM CLEANER

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. install "out of service" Tag
2. Disconnect power cord and lock out with lock out device.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

VISES

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. install “out of service” sign
2. Remove from work area.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

WELDERS

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Disconnect power source.
2. Place “out of service” tag
3. Test unit for any stored energy

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

PICKUP & SERVICE TRUCKS

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Shut the engine off and remove ignition key.
3. Place steering wheel cover on steering wheel.
4. Double chock/block wheels.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

Roll off / Drop box Trucks

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1. Set the parking brake.
2. Release stored energy.
3. Turn the engine off and remove ignition key.
4. Place steering wheel cover on steering wheel.
5. Turn battery disconnect off and lock/tag-out the battery disconnect.
6. Double chock/block the wheels.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their “off” or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1. Inspect the equipment to be sure that:
   a. All tools and other materials are removed.
   b. Machine/equipment is fully reassembled.
   c. Guards and other safety devices are installed.
2. Notify affected employees that the lock-out/tag-out is being removed.
3. Remove lockout devices along with their own locks and tags.

Date: _____ Signature: _____

Template

POTENTIAL ENERGY SOURCES:

- air pressure
- chemical reaction
- electrical
- flammability
- heat
- hydraulic pressure
- mechanical
- gravity

LOCKOUT METHOD(S):

- battery disconnect
- circuit lockout
- handle/valve lockout
- remove air fitting/nipple
- wheel chock/blocks
- plug lockout

TAG-OUT METHOD(S):

- Do Not Start Tag
- Do Not Energize Tag
- Do Not Open Tag
- Do Not Operate Tag
- Do Not Close Tag
- Steering Wheel Cover (Do Not Operate or Start)

SHUTDOWN PREPARATION:

Authorized employees will:

- Identify all sources of energy supplying the system, the types of hazards they present, how to control them, and how to verify the hazardous energy is not present.
- Notify all affected employees about the lockout.

SPECIFIC LOCK-OUT/TAG-OUT PROCEDURES:

1.
2.
3.
4.

## ***VERIFY ISOLATION OF EQUIPMENT***

Authorized employees will:

- Make sure no one is exposed to any areas of danger.
- Verify, using appropriate test equipment, or other means, that all the energy sources are controlled, dissipated, and disconnected, including the main disconnect switch or circuit breaker.
- Operate the start buttons and other equipment controls to make certain the equipment will not operate.
- Return all operating controls to their "off" or safe position after the test is completed.

PROCEDURES TO PLACE BACK IN SERVICE:

1.
2.
3.

Date: _____ Signature: _____

**Lock Out Tag Out**
**Training Acknowledgement for Affected Employees**

I understand that as an affected employee I have received instruction in the purpose and use of the energy control procedure, the prohibition of removing locks or tags or attempts to restart equipment that has been locked out or tagged.

_____ _____
Employee Name Employee Signature

_____
Date

_____
Trainer

| Date of Review | Signature | Comments – Changes to Program |
|---|---|---|
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